

## HOW TO OBTAIN A MARRIAGE LICENSE

LOCATION: Town Clerk's Office, 655 Main Street, Islip, New York

PHONE: (631) 224-5490

HOURS: Monday thru Fridays: 8:30AM TO 4:30PM (**Tuesday only 8:30-7:30**)

### THE FOLLOWING IS NECESSARY IN ORDER TO OBTAIN A MARRIAGE LICENSE

1. BOTH PARTIES MUST BE PRESENT
2. **ORIGINAL BIRTH CERTIFICATE.**
3. There is a **\$40.00 FEE** (PERSONAL CHECK, CASH OR MONEY ORDER)
4. Proof of identification required: Any **ONE** of the following:

- a. PHOTO DRIVERS LICENSE OR PHOTO NON-DRIVERS I.D.
- b. VALID PASSPORT
- c. VALID LEGAL RESIDENCY CARD
- d. PHOTO MILITARY I.D.

5. SOCIAL SECURITY NUMBER

6. If **APPLICANT** is 14 or 15 years of age:

- a. **COURT ORDER** is required in order for a Marriage License to be issued.

7. If the **APPLICANT** is 16 or 17 years of age:

A valid **PHOTO I.D.** along with **ORIGINAL BIRTH CERTIFICATE**  
(BOTH PARENTS MUST ACCOMPANY MINOR)

8. If either person has been married before: **DIVORCE PAPERS ARE REQUIRED**  
**FINAL JUDGEMENT OF DIVORCE**).

9. If either person is a widow or widower, a copy of the DEATH CERTIFICATE of the previous spouse must be presented.

The MARRIAGE LICENSE becomes **VALID 24 HOURS** after it is issued. If the license is not used within the **ALLOTTED TIME (60 days)**, it becomes **INVALID**. A NEW LICENSE must be obtained and another fee will be required.

**\*\*ALL FOREIGN DOCUMENTS MUST BE TRANSLATED TO ENGLISH .**

If obtaining a **2<sup>nd</sup> CEREMONY** or a **RELIGIOUS CEREMONY** LICENSE all of the above must be provided along with **THE ORIGINAL MARRIAGE CERTIFICATE**